

ACTIVITY FLOW CHART & TIME LINE**Process details**

Process	Process Name	Responsibility
1.	Fire Safety Recommendation /Provisional NOC from Fire department in respect of Fire Safety measures in High-rise/ Commercial Building.	Director, Fire Services.
2.	Fire Safety Certificate/ NOC from Fire department in respect of Fire Safety measures in High-rise/ Commercial Building.	Director, Fire Services.

Process Narration

Steps	Activity flow	Responsibility	Average working days required for activity completion
1.	Application submitted through single window system would be received by Divisional Fire Officer(DFO) and respective section	Applicant	1
2	Section forwards application to related Divisional Fire Officer (DFO)	Section	1
3	Divisional Fire Officer forwards to Station Officer for inquiry and report	Divisional Fire Officer	1
4	The Station Officer undertakes enquiry, prepares report and submits to Divisional Fire Officer	Station Officer	8
5	DFO provides comments, which are to be included in the Fire Safety Recommendations / Certificate (Provisional NOC / Final NOC) and forwards to the Director Fire Services.	Divisional Fire Officer	2
6	Director Fire Services issues Fire Safety Recommendations / Certificate (Provisional NOC /Final NOC) to applicant.	Director Fire Services	2
	Applicant submits Compliance Report for granting of Fire Safety Certificate/ NOC. The same process will be followed from Step- 1 for granting of Final Fire Safety Certificate/ NOC.		15
	Total Time		30 days.

Attested
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 (UTTAM KR. BHAIKUMIK, IPS)
 Joint Director Fire Service,
 Tripura, Agartala.